

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
CHILDREN SYSTEM OF CARE  
CHILD WELFARE DIVISION**

**TRANSFER OPPORTUNITY**



**SENIOR TYPIST CLERK**

The Child Welfare Division is seeking interested candidates to assist with the countywide Wraparound Administration Team. The person selected for this position will work primarily as assistant to the Wraparound Countywide Supervisor and his team of professionals and paraprofessionals.

**EXAMPLE OF DUTIES:**

- Update and maintain the Wraparound e-mail inbox which may receive a variety of communicate from 20 Wraparound Coordinators that are field based.
- Maintain a data base by regularly updating and inputting data elements pertaining to clients being served
- Maintain the Wraparound Calendar by scheduling regular staff meetings and training dates
- Reserve and arrange conference rooms for ongoing meetings and trainings
- Assist with training/meeting registration
- Assist with distribution of supplies for Wraparound team members
- Receive and route incoming phone calls
- Type, file, photocopy, fax, and scan as needed
- Take notes and type results of meetings
- Provide clerical support to the Wraparound unit on additional projects as needed

**DESIRABLE QUALIFICATIONS:**

- Excellent verbal and written communication skills
- Skilled in working with MS Office, i.e., Word, PowerPoint, Outlook, Excel
- Ability to type up to 50 WPM.
- Reliable and punctual
- Self-motivated and able to prioritize tasks based on need
- Ability to follow through with instructions and persist until assignments are complete
- Attention to detail

Interested applicants who are currently holding the payroll title of STC may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards **by 5:00 PM on Tuesday, December 15, 2015 to:**

**Connie Tan**

**Telephone: (213) 739-5464**

**Fax: (213) 252-0239**

**[xtan@dmh.lacounty.gov](mailto:xtan@dmh.lacounty.gov)**

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